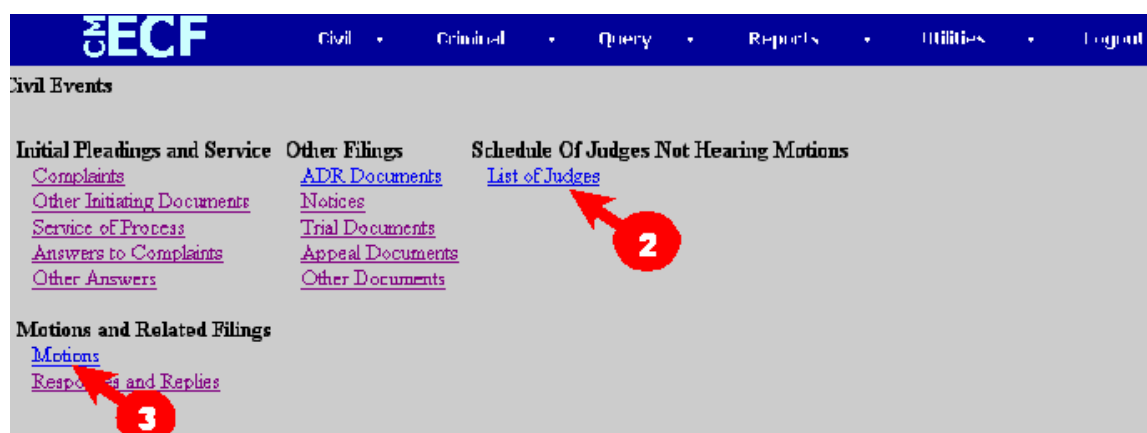


## Filing a Motion



1. Click **Civil** on the Main Menu.



2. If you intend to present your motion in court on a specific date, check to verify that the judge will be hearing motions on that date by clicking on **List of Judges** under the Schedule of Judges Not Hearing Motions.
3. Click **Motions** on the Civil Events menu.

**ECF** Civil • Criminal • Query •

## Notices

**Case Number**

99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345

Next Clear

**Acceptable Formats**

4. Enter the case number of the case in which you want to file your motion.

**ECF** Civil • Criminal

## Notices

1:04-cv-08511 Pearl v. Arkling Group

Next Clear

5. Click **Next**.
6. Verify that the case short title matches the case number that you entered.
  - A. If correct, click **Next**.
  - B. If incorrect, click your browser's **Back** button and repeat step 3.

7. Click the ▲ ▼ arrows or scroll bar to display a list of motions in alphabetical order. (A list of available motions are provided at the end of this section.)
8. Select the type of motion to be filed.
9. Click **Next**.

### Hot Tip

If your motion seeks more than one form of relief, press and hold the **CTRL** key, and click each form of relief sought by your motion.

ECF Civil • Crimi

**Motions**

[1:04-cv-08511 Pearl v. Arkling Group](#)

Select the filer.

Select the Party:

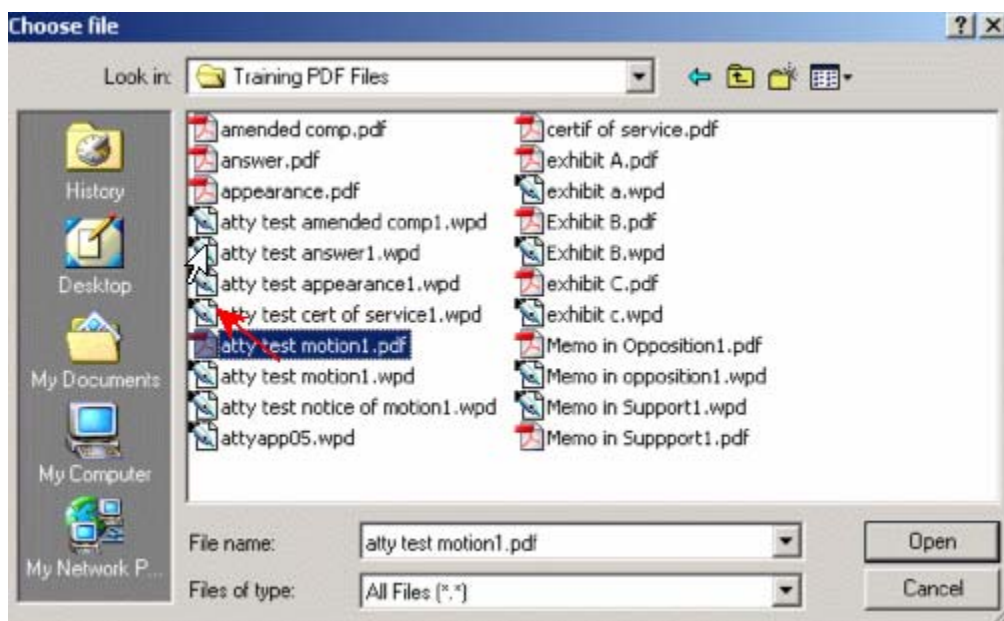
Arkling Group [Defendant]  
 Pearl, Samuel [Plaintiff]

[Add/Create New Party](#)

Next Clear

10. Select the filing party.

11. Click **Next**.



12. Click **Browse**. The files stored on your hard drive or network directories display.

13. Select the file to be attached to the motion. To be compatible with ECF, the electronic document must be a PDF file. **(We strongly suggest that you open this file and verify that it is correct before attaching it to the motion!)** To learn how to add a document or exhibit as a separate attachment for the Answer, refer to the *Adding an Attachment* tab.
14. Click **Open**.
15. Verify that the correct file displays. If not, click **Browse** and select the correct file.
16. Click **Next**.

### Hot Tip

If you are filing motion for leave, the document that you are requesting leave to file may be included with the motion **as an attachment**. If leave is granted when the judge rules on the motion for leave, the Docketing Department will print the attachment and docket the pleading. If you choose not to attach the document that you are requesting leave to file, you are responsible for filing the document.

ECF Civil • Criminal • Query • Reports • Utilities

**Motions**

[1:04-cv-08571 Pearl v. Arkling Group](#)

Docket Text: Modify as Appropriate.

MOTION by Plaintiff Samuel Pearl for extension of time to complete discovery (Test, Attorney)

Next Clear

17. When filing most motions, the above screen will display giving you an opportunity to modify the docket text. Depending on the type of relief, you may see another screen requesting additional information regarding the motion. Refer to page 9 for further details.
- A. Add additional text, if desired, in the space provided.
  - B. Click **Next**. The final docket text displays.

18. Review the docket text for accuracy.

- A. To change any of this information, click your browser's **Back** button, and make the necessary corrections.
- B. If all information is acceptable, click **Next** and **WAIT for the Notice of Electronic Filing screen to display**. Selecting another option or task before this screen displays may comprise the electronic filing of this document. A sample of this electronic notice is provided on the next page.

### IMPORTANT!

Once you click **Next**, this document is instantaneously filed with the Court. Copies of this docket entry and the document are sent to the judge and all other counsel in the case who are ECF users. The docket entry is also posted to the Court's website, with you identified as the person making the entry.

ECF		Civil	Criminal	Query	Reports	Utilities
<b>Motions</b>						
<a href="#">1:04-cv-08511 Pearl v. Arkling Group</a>						
United States District Court						
Northern District of Illinois - <b>CM/ECF TEST, Ver 3.0</b>						
<b>Notice of Electronic Filing</b>						
The following transaction was entered by Test, Attorney on 6/12/2006 at 11:43 AM CDT and filed on 6/12/2006						
Case Name:	Pearl v. Arkling Group					
Case Number:	<a href="#">1:04-cv-8511</a>					
Filer:	Samuel Pearl					
Document Number:	<a href="#">3</a>					
<b>Docket Text:</b>						
MOTION by Plaintiff Samuel Pearl for extension of time to complete discovery (Test, Attorney)						
<b>1:04-cv-8511 Notice has been electronically mailed to:</b>						
Attorney Test	nelida_finch@ilnd.uscourts.gov					
<b>1:04-cv-8511 Notice has been delivered by other means to:</b>						
Thurston D Smith , Jr						

Shown above is a sample of the electronic notice of this Motion. This notice provides a direct link to the document being filed. For ECF users this link constitutes service. Click on the link to view, print or download a copy of the document. Attorneys who are entitled under federal rules to receive electronic notice may view the document in question once for no charge. After that, standard PACER fees will apply to view the document. To avoid PACER charges, we suggest that you download a copy of the notice to your own computer or print out a hard copy the first time that you view the document.



***Motions Requiring Supplemental Information***

When selected, the motions listed below display an additional screen prompting you to enter supplemental information related to that motion.

<b>Motion Type</b>	<b>Additional Required Information</b>
Amend/Correct	Document to be amended/corrected
Appearance	Type of appearance
Appoint Guardian / Attorney ad Litem	Type of appointment requested
Bar	Motion to bar
Extension of Time to Amend	Document to be amended
Extension of Time to File Answer	Document to be answered
Extension of Time to File Response	Document whose deadlines are to be extended
Hearing	Reference screen
Miscellaneous Relief	Relief requested in motion, plus reference screen
Reconsideration	Document to be reconsidered
Reset	Schedule/deadline to reset
Strike	Document to be stricken plus reference screen
Take deposition	Deponent name
Vacate	Reference screen
Withdraw	Reference screen
Staycs	Reference screen

**CM/ECF Civil Motion Types**

**-A-**

Alter Judgment  
Amend/Correct  
Appeal In Forma Paupis  
Appear  
Appoint Counsel  
Appoint Custodian  
Appoint Expert  
Appoint Guardian/ Attorney ad Litem  
Appoint Receiver  
Approve Consent Judgment  
Attorney Fees

**-B-**

Bar  
Bifurcate  
Bill of Costs  
Bond  
Briefing Schedule

**-C-**

Certificate of Appealability  
Certify Class  
Change Venue  
Clarify  
Compel  
Consolidate Case  
Continue

**-D-**

Declaration of Mistrial  
Declaratory Judgment  
Default Judgment  
Deposit Funds  
Directed Verdict  
Disbursement of Funds  
Disclosure  
Discovery

Dismiss  
Dismiss/Lack of Jurisdiction  
Dismiss/Lack of Prosecution  
Disqualify Counsel  
Disqualify Judge  
Disqualify Juror

**E-**

Enforce  
Enforce Judgment  
Entry of Default  
Expedite  
Extension of Time to  
Extension of Time to File Answer  
Extension of Time to File Response/Reply

**-F-**

File Excess pages  
File Instantier  
Forfeiture of Property

**-H-**

Hearing

**-I-**

In Limine  
Intervene  
Issuance of Warrant in rem

**-J-**

Join  
Joinder  
Judgment  
Judgment NOV  
Judgment of Forfeiture  
Judgment on Partial Findings

Judgment on the Pleadings  
Judgment Under Rule 54(b)

**-L-**

Leave to Appeal  
Leave to File Document  
Letters Rogatory  
Limited Admission

**-M-**

Miscellaneous Relief  
More Definite Statement

**-N-**

New Trial

**-O-**

Order  
Order of Sale

**-P-**

Partial Summary Judgment  
Permanent Injunction  
Preliminary Injunction  
Proceed In Forma Pauperis  
Produce  
Protective Order

**-Q-**

Quash

**-R-**

Reassign Case  
Reconsideration  
Recusal  
Release of Bond Obligation  
Release of Funds

Relief  
Remand  
Reopen Case  
Reset  
Return of Property  
Rule to Show Cause

**-S-**

Sanctions  
Seal  
Seal Case  
Seal Document  
Sealed Motion  
Service by Publication  
Set Aside  
Set Aside Default  
Set Aside Forfeiture  
Set Aside Judgment  
Set Aside Verdict  
Settlement  
Sever  
Show Cause  
Stay  
Strike  
Substitute Attorney  
Substitute Party  
Summary Judgment  
Supplement

**-T-**

Take Deposition  
Taxation of Costs  
Temporary Restraining Order  
Transfer Case

**-U-**

Unseal Case  
Unseal Document

**-V-**

Vacate